

INVITATION TO BID	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	BID DUE DATE & TIME Date: 03/15/2016 Time: 11:00 AM
TITLE: INSTALLATION OF AN ACCESS CONTROL SYSTEM	RETURN BID TO: PURCHASING DIVISION PO BOX 1471 (regular mail) 222 St. Louis Street 8 th Floor Room 826 (courier service) BATON ROUGE, LA 70802 <hr/> FOR INQUIRIES CONTACT: Purchasing Analyst – Arielle Williams Telephone – 225-389-3259 x 309 Email: apwilliams@brgov.com	
FILE NO. 00372-16		
Advertisement Dates: 2/26/2016 & 3/4/2016		
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO. FAX NO.	E-MAIL	
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE	PRINTED NAME	

ENUMERATE ADDENDA RECEIVED (if any) _____
DELIVERY _____ DAYS MAXIMUM AFTER RECEIPT OF ORDER
F.O.B.: DESTINATION - TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED
TO AVOID REJECTION OF BID

The undersigned signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
5. After opening, bids may not be withdrawn for a period of sixty (60) days.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
9. All bids must be signed. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.

14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.
17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. City - Parish purchases are excluded from state and local taxes.
19. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.
20. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.
21. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES ____ NO _____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or **Nolo Contendere** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in accordance with the requirements in OMB circular a-133.
- A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
27. Bid prices shall included delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.
29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
28. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

FEDERAL CLAUSES, IF APPLICABLE.

Anti-kickback clause. The contractor hereby agrees to adhere to the mandate dictated by the Copeland "anti-kickback" act Which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the Completion of work, to give up any part of the compensation to which he is otherwise entitled.

Clean air act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders or requirements issued under section 306 of the clean air act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Energy policy and conservation act. The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Clean water act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Anti-lobbying and debarment act. The contractor will be expected to comply with federal statutes required in the anti-lobbying Act and the debarment act.

ADDITIONAL REQUIREMENTS FOR BID

- Vendors will be required to submit one (1) original Affidavit
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- Contractor must be trained on the Vanderbilt Industries Bright Blue product and meet the requirements to install and service the equipment. If requested, additional documentation must be submitted within (7) seven days.
- THE SUCCESSFUL VENDOR IS TO FURNISH EQUIPMENT, TOOLS, LABOR AND SUPPLIES NECESSARY TO COMPLETE INSTALLATION OF AN ACCESS CONTROL SYSTEM. BEFORE INSTALLATION IS ACCEPTABLE AND COMPLETE, SUCCESSFUL VENDOR SHALL CLEAN UP AND REMOVE FROM THE PREMISES ALL DEBRIS RESULTING FROM WORK PERFORMED, AND SHALL SEE TO IT THAT ALL THE ITEMS RELOCATED AT THE START OF THE PROJECT ARE REPLACED IN THE FINAL LOCATION. ALL ITEMS MOVED AND FURNISHED ARE TO BE LEFT IN GOOD ORDER, CLEAN AND PROPERLY INSTALLED.

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION

NON-MANDATORY JOB SITE VISIT AVAILABLE

A site visit or walkthrough is highly recommended. To schedule your site visit to verify measurements and/or amount of supplies/equipment needed prior to bidding, contact:

Rhonda McFarland – Head Start
225-358-4504 or email RMCFARLAND@brgov.com

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

PRICE SHEET

ITEM NO.	DESCRIPTION	QTY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0001	<p>Contractor shall furnish all labor, materials, equipment, tools, parts, materials and insurance to install only access control per written specifications at the following head start centers:</p> <p>-Charlie Thomas Head Start 8686 Pecan Tree Drive Baton Rouge, LA 70810</p> <p>-Freeman Matthews Head Start 1383 Napoleon Street Baton Rouge, LA 70802</p> <p>-Labelle Aire Head Start (2 buildings) 1919 N. Cristy Drive Baton Rouge, LA 70815</p> <p>-New Horizon Head Start (2 buildings) 1111 N. 28th Street Baton Rouge, LA 70802</p> <p>-Progress Road Head Start (2 buildings) 1881 Progress Road Baton Rouge, LA 70807</p> <p>-Wonderland Head Start 1500 Oleander Street Baton Rouge, LA 70802</p>	1	JOB	\$ _____	\$ _____

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is solely responsible for assuring that its subcontractors meet these insurance requirements. Upon request, the contractor shall furnish within five (5) working days, copies of insurance certificates for subcontractors, and/or copies of all actual policies including contractor's policies.

- A. Commercial General Liability - Occurrence Basis:
- | | |
|----------------------------|-------------|
| General Aggregate | \$2,000,000 |
| Products-Comp/Op Agg | \$2,000,000 |
| Personal & Adv Injury | \$1,000,000 |
| Each Occurrence | \$1,000,000 |
| Fire Damage (Any one fire) | \$ 50,000 |
| Med Exp | \$ 5,000 |
- B. Business Auto - Combined Single Limit: Any Auto, or Owned, Non-Owned & Hired \$1,000,000
- C. Standard Worker's Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage of not less than \$1,000,000 per occurrence.
- D. Coverage afforded the City Parish applies as primary and not excess or contributing to any other insurance carried by the City of Baton Rouge and Parish of East Baton Rouge.
- E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.
- F. Waiver of subrogation and alternate employer endorsement in favor of City of Baton Rouge and Parish of East Baton Rouge is required from Worker's Compensation Insurer. The City of Baton Rouge and Parish of East Baton Rouge must also be named as additional insured on worker's compensation policies.
- G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- H. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821

All Contractor's insurance certificates must be filed with the City-Parish Purchasing Division for approval by the time of execution of Agreement by Contractor, but in any event not later than fifteen (15) calendar days after receipt of notification of award, and prior to beginning any work under this contract.

CITY OF BATON ROUGE/ PARISH OF EAST BATON ROUGE
PURCHASING DIVISION
Specification Requirements

INSTALLATION ONLY

GENERAL: The intent of this proposal is to establish prices to furnish all labor, equipment, tools, parts, materials and insurance to install an access control system at East Baton Rouge Head Start Facilities. The evaluation of the services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency. If bidding an equal, specifications must be submitted with the bid.

- Vendor is to furnish all labor, equipment, tools, parts and insurance to install all materials purchased by DHDS Head Start on existing doors at the locations listed on the price sheet to complete access control installation.
- Vendor is to provide and pull all low voltage wires as required for hardware to access control panel.
- Vendor is to initiate the system and provide owners training. All users shall be enrolled in the system by the owner.
- Vendor is to furnish all labor, equipment, tools, parts and insurance to install all new locks and keyed cylinders purchased by DHDS at the head start locations listed on the price sheet.
- Any power connections required for these installations will be provided by City - Parish.
- Installation and clean up and disposal of debris are the responsibility of the successful vendor.

Materials Purchased by DHDS

<u>Description</u>	<u>Quantity</u>
Blue Lite Access Control Head End. Mfr Brand Name: Vanderbilt Industries, MFG Part No. Blue Lite Access	6
Bright Blue Network Interface. Mfr Brand Name: Vanderbilt Industries, Mfg Part No. VBB-NRI	7
PS914x900-4RLx900-BBKx900KL. Mfr Brand Name: Von Duprin, MFG Part No. Power Supply	8
PS902x900-BBKx900KL. Mfr Brand Name: Schlage, Mfg Part No. Power Supply	9
Card Reader. Mfr Brand Name Schlage, Mfg Part No. Aptiq MT15 Card Reader	19
Access Control Cards. Mfg Brand Name: Schlage Electronics, Mfg Part No. APTIQ 7410	500
Electronic Exit Device (Inc Sig Switch). Mfr Brand Name: Falcon, Mfg Part No. RX EL 1492-OP US28 3'	12
Exit Device. Mfr Brand Name: Falcon, Mfg Part No. 1492-EO US28 3'	12
RX QEL 98. Mfr Brand Name: Von Duprin, Mfg Part No. RX QEL 98	4
Door Position Switch. Mfr Brand Name: Schlage. Mfg Part No. 679-05HM	16
Door Loop. Mfr Brand Name: Schlage. Mfg Part No. 798-18	16
Exit Push Button. Mfr Brand Name: Schlage, Mfg Part No. PB660	9
Mortise/RIM Dummy. Mfr Brand Name: Schlage. Mfg Part No. Mortise/Rim Dummy	41

<u>Description</u>	<u>Quantity</u>
AL SER Entrance Lock Sat 626. Mfr Brand Name: Schlage, Mfg Part No. AL53BD SAT 626	41
S/C Deadlock. Mfr Brand Name: Schlage, Mfg Part No. B660R EVEREST 29T 626	4
30-138 OR 30-057 EVEREST 29T AS Required. Mfr Brand Name: Schlage, Mfg Part No. MORTISE/RIM	25
KIL EXT 24-139 OR 24-147 EVEREST 29T. Mfr Brand Name: Schlage, MFG Part No. EVEREST	2
KIL Interior 24-139 OR 24-147 EVEREST 29T. Mfr Brand Name: Schlage. Mfg Part No. EVEREST	193
Interior 30-138 OR 30-057 EVEREST 29T. Mfr Brand Name: Schlage, Mfg Part No. EVEREST MORTISE/RIM	6

BIDDER'S ORGANIZATION

BIDDER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this day of _____, 20 _____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20____.

SECRETARY

AFFIDAVIT

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned authority, personally came and appeared

_____ who, being duly sworn did
depose and say:

That he is a duly authorized representative of _____

receiving value for services rendered in connection with the:

00372-16 INSTALLATION OF AN ACCESS CONTROL SYSTEM

a public project of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana: that he has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by him whose services in connection with the construction, alteration, or demolition of the public building or project or in securing the public contract were in the regular course of their duties for him; and that no part of the contract price received by him was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the construction of the public building or project were in the regular course of their duties for him.

This affidavit is executed in compliance with the provisions of LA R.S. 38:2224.

Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this _____ day of _____ 20__.
Baton Rouge, Louisiana.

NOTARY PUBLIC